

JOB TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: FIRE DEPARTMENT

IMMEDIATE SUPERVISOR: FIRE CHIEF

DATE APPROVED: 01/08/2003

NATURE OF WORK

This is a professional and administrative position that performs routine administrative work and is responsible for internal accounting, budgeting, management information, inventory and purchasing systems, supervision of office clerical staff as well as conducting special projects. The incumbent works under the general direction of the Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Assists in the preparation and management of the department's operating and capital budgets.
- Delegates, as appropriate, responsibilities and duties to clerical and administrative staff.
- Develops administrative controls and management information systems.
- Assists in short and long term planning and goals and objectives for office operations and the entire organization.
- Develops and oversees purchasing policies and procedures.
- Verifies invoice accuracy as compared to original purchase orders.
- Supervises clerical staff.
- Prepares and coordinates special projects and reports as assigned by the Chief, Mayor and/or City Council.
- Represents the Fire Chief at meetings/functions in his absence.
- Approves and tracks invoices and receipts.
- Monitors payroll and overtime usage.
- Assists in the Fire Year Capital Improvement Plan.

REQUIREMENTS OF WORK

Requires considerable experience in financial and systems management and a Bachelors degree in administration or related field; or any combination of experience and training which provides the following knowledge, abilities and skills:

- Monitor payroll and overtime usage.
- Considerable knowledge of the principles of accounting, budget and finance in local government.
- Knowledge of inventory and purchasing practices and procedures.
- Knowledge of personnel management practices.
- Knowledge of applicable laws, policies and labor contracts.
- Ability to develop and encourage employee professional and personal growth.
- Ability to compile and maintain financial records and accounts.

- Ability to assist in the daily management of the department budget.
- Ability to compile and analyze financial data and prepare appropriate reports.
- Ability to supervise staff and respond to questions and problems in a timely manner.
- Ability to communicate effectively both orally and in writing with personnel at various levels, both within and outside the organization.
- Skill in operating various computer systems.